FULBRIGHT

1. Host Institution: Name of Institution *

The host institution must be a degree-granting, post-secondary academic institution, comparable to a U.S. college or university, in order to promote an important program goal of fostering linkages between U.S. and non-U.S. institutions of higher education. Additionally, institutions that provide an educational focus to their programming will also be considered. Such hosts may include government-related institutions, cultural institutions, medical institutions and research organizations/think tanks. Please consult with ECA/A/E program officer Patty Bass with questions about institutional eligibility.

2. Host Institution: Institution Type *

Higher Education Institutions (tertiary, degree-awarding)
- Two-year community colleges/junior colleges - award associate degrees at the completion of two years of full-time study.
- Four-year colleges - award bachelors degrees upon completion of four years of full-time study. Focus on undergraduate education rather than research.
- Liberal arts colleges - most are private institutions and focus on undergraduate studies in the humanities, social sciences and sciences.
- Universities - generally offer a broad range of both undergraduate and graduate degree programs and emphasize research.

Government-related Institutions
- Legislative branch - parliament, congress
- Executive branch - ministries, agencies, administrations, offices, institutes, councils, committees and others
- Judiciary - law courts

Cultural institutions
- Independent libraries, museums, theatres

Medical institutions
- University affiliated hospitals and institutes (Public/Global Health only)

Research organizations/Think tanks
- Governmental/non-governmental (policy oriented) research institutes

3. Host Institution: Department/Faculty/Institute *

4. Host Institution: Street Address 1 *

5. Host Institution: Street Address 2

6. Host Institution: Street Address 3

7. Host Institution: Country *

8. Host Institution: State/Province

9. Host Institution: City *

10. Host Institution: Postal Code

11. Host Institution: Telephone *

12. Host Institution: Fax

13. Host Institution: Email *

14. Host Institution: Website

15. Host Institution Contact: Family Name/Last Name *

16. Host Institution Contact: First Name

17. Host Institution Contact: Title *

Part II. Project Description

Instructions:

The recruitment effort for your project request can be most effective if:

1. Careful attention is given to the Project Description, Project Purpose, Project Impact and Project Potential to ensure adequate detail in describing the scope of work.

2. Adequate lead-time is given for recruitment of Specialists who best fit the program request. Please allow a minimum lead-time (before the requested start date) of 2 months (for candidates already on the Roster) / 3 or more months for non-Roster candidates or when no specific person is named.

3. Flexibility in the timeframe of the proposed project is allowed in order to accommodate the various schedules of potential Fulbright Specialist candidates.

See a selection of Fulbright Specialist stories about past grants on the CIES Web site at www.cies.org/specialist.

1. Discipline Requested *

2. Specialization Desired for this project *
For more information, please refer to the http://www.cies.org/Specialist/Apply/disciplines-specializations.htm.

3. Other Fields of Interest (if this is an interdisciplinary request) (200 characters)

4. Type(s) of Activity Requested *
Research is not funded via the Fulbright Specialist Program. Choose as many as are applicable.

☐ Presenting lectures at graduate and undergraduate levels.
☐ Participating in or leading seminars or workshops at overseas academic institutions.
☐ Conducting needs assessments, surveys, institutional or programmatic research.
☐ Taking part in specialized academic programs.
☐ Consulting with administrators and/or instructors of post-secondary institutions on faculty development.
☐ Developing academic curricula or educational materials.
☐ Assessing academic curricula or educational materials.
☐ Conducting teacher-training programs at the tertiary level.

5. Project description * (2,500 characters)
In order to provide the best possible matches of specialists with project requests, please be very specific as to the type and scope of work in which the Specialist would engage.

The type and scope of work that the Specialist would engage in should include what specific activities the Specialist would be doing, the extent and level of the activities, and who the activities would benefit.

6. Project purpose * (2,500 characters)
Describe the project objectives and provide background on the issues and institutions involved.

The project objectives and background on the issues and the institutions involved should include what the goals of the project are and why the project is necessary and important.

7. Project Impact on Host Institution * (2,500 characters)
Please comment on the project's potential impact on the host institution.

The program aims to support projects that will have a broad and lasting impact on the host institution i.e., curriculum development versus delivering a single lecture.

The potential impact on the host institution should include anticipated project outcomes such as an increased expertise at the host institution that had been unavailable or of a lesser quality, a new source of continued expertise for the host institution via the Specialist, stimulation of networking among local institutions on a significant topic or issue, an upgraded curriculum, increased strategic thinking and planning at the institution, etc.

8. Project Potential for Institutional Linkages * (2,500 characters)
Please describe project's potential for developing linkages between the host institution and the grantee's home institution.

The program aims to support projects that will have the potential for institutional linkages such as plans to expand and build on the initial project; new projects between the institutions; related endeavors such as the mutual exchange of students and faculty; future collaboration on curricula, publications, etc., between these and/or other faculty at these institutions, etc.

Part III. Project Guidelines

Instructions:

The basic project guidelines are as follows:

One country per project: A Fulbright Specialist project is restricted to one country. All project activities must take place in the country requesting the project.

Length of project: The length of a Fulbright Specialist project must be for a minimum of 14 days and a maximum of 42 days, including travel days and weekends.

Time between projects for same Specialist: Specialist grantees are eligible for another Specialist grant only if two years will have elapsed between the end date of one Specialist grant and the anticipated start date of the new Specialist opportunity (see the J. William Fulbright Foreign Scholarship Board policies for required waiting period changes at http://eca.state.gov/files/bureau/chapter_600.pdf).

- Serial project: A serial grant may consist of a series of visits only within a one-year period (12 months). The one-year period is calculated by adding 12 months from the start date of the first visit through the end date of the final serial visit. When requesting a serial grant, explanation and justification should be given as to the necessity of multiple visits.
- A Specialist may receive a Fulbright Specialist grant(s) to a single country for a maximum of 6 weeks (42 days) total within this one-year period. The grantee may make 1-3 serial visits not exceeding 6 weeks total. Each visit must be a minimum of 14 days. In sum, the rule for one scholar is a total of 42 days per country, per year.
- To request a Specialist for multiple visits over multiple years, a new request may be submitted the following year. However, the actual grant cannot start until two years have elapsed since the final visit of the previous grant.
- A request for a return visit by the same Specialist must be strongly justified because a key program goal is to achieve the greatest participation by U.S. scholars and professionals in the program, not to give multiple grants to the same individuals. Subsequent visits must build on the initial project, not repeat the same work (teaching the same course, for example, would not be justified).

1. Is a serial project (multiple visits) requested? * (Yes/No)

2. If yes, how many visits are you requesting?

3. Visit 1: Preferred Arrival Date *
Please enter the preferred arrival date for the first (or only) visit using the format mm/dd/yyyy. If requesting only one visit, omit the questions related to visits 2 and 3.

4. Visit 1: Length of Visit *
Please enter the number of days, including travel days, required for the first visit. Each visit must be between 14-42 days, including weekends, holidays and travel days. If requesting only one visit, omit the questions related to visits 2 and 3.

5. Visit 2: Preferred Arrival Date
Please enter the preferred arrival date for the second visit using the format mm/dd/yyyy. If requesting only one visit, omit this question and other questions related to visits 2 and 3.

6. Visit 2: Length of Visit
Please enter the number of days, including travel days, required for the second visit. Each visit must be between 14-42 days, including weekends, holidays and travel days. If requesting only one visit, omit this question and the other questions related to visits 2 and 3.

7. Visit 3: Preferred Arrival Date
Please enter the preferred arrival date for the third visit using the format mm/dd/yyyy. If requesting only one or two visits, omit the questions related to visit 3.

8. Visit 3: Length of Visit
Please enter the number of days, including travel days, required for the third visit. Each visit must be between 14-42 days, including weekends, holidays and travel days. If requesting only one or two visits, omit this question.

9. Total Preferred Grant Length
Please indicate the total number of days requested for **all** visits.

10. Flexibility of Time Frame (1,000 characters)
Providing flexibility in the time frame of the requested project may result in a broader pool of candidates from which to choose. Please describe the extent, in days or months, of the host institution's flexibility.

11. If you are requesting a serial project, please explain the necessity for multiple visits (1,000 characters)
A strong justification must be given for a serial project in order to justify the increased costs for more than one visit. Omit this question if you are not requesting a serial project. Justification is needed to send the same Specialist on multiple exchange visits because an important program goal is to increase the participation of U.S. scholars and professionals in the Fulbright Program. The subsequent serial visits must build on the initial project, not repeat the same work (teaching the same course, for example, would not be justified).

Part IV. Qualification Preferred

Instructions:

Please indicate the preferred qualifications of the specialist you are seeking.

1. Basic Profile * **(Academic/Professional/Either)**

2. Degree

3. Years of University Teaching Experience *

4. Academic Rank (Choose one: Adjunct Professor/Assistant Professor/Associate Professor/Dean/Professor/Professor Emeritus/University Professor)

5. Language Requirements

6. Audience * **(1,000 characters)**
One way of determining the level of grantee expertise needed for a program is to know with whom he/she will be working e.g., undergraduate students, faculty, etc. Please describe.

Part V. Requesting a Specific Candidate

Instructions:

FFSB policy allows Fulbright commissions and U.S. embassies to include in a program proposal or in a special submission the names of candidates in whom an institution is particularly interested.

Foreign institutions may invite such candidates to apply <u>with the understanding that the invitation does not constitute a commitment or a preference in final consideration.</u>

The discipline peer review committee and FFSB must approve candidates before they are eligible for projects within the Fulbright Specialist Program.

Commissions, embassies and host academic institutions should encourage candidates who are not yet on the Fulbright Specialist Roster to apply via the CIES Web site: www.cies.org/specialist.

It is strongly encouraged that candidates submit an application at the same time as, if not before, the project request is submitted to ECA/A/E.

Note: The requested individual must be a U.S. citizen to apply, reside in the United States at the time the grant is approved, and meet any other Fulbright U.S. residency requirements.

Non-Roster Candidate Name Request: A non-Roster name request should be approved for the Roster <u>before</u> he or she is proposed for a project.

Please provide as many contact details as possible so that CIES can contact this person to ascertain interest and availability in being considered for this grant opportunity.

1. Please specify whether this will be a Named Request (i.e., a specific individual or list of individuals will be provided) or an Open Request *

2. Candidates of Interest from the Roster

If you have looked at the Fulbright Specialist Roster and have found one or more specialists whom you wish to request for this project, **please enter their scholar IDs and names below** (the Scholar ID for an existing Roster candidate can be determined from the Roster search page). While CIES cannot guarantee that a specific individual will be available for this project, we will take your request into consideration and will do everything possible to find the right match for your project, either your named request or someone with similar expertise. If there is any information in addition to that provided in Questionnaire IV, that you would like us to know on the type of Specialist required for your project, please include that information here.

3. Provide justification for requesting candidate(s) * (1,000 characters)

4. Was the host institution granted access to the FSP Roster for this project? * (Yes/No)

5. Non-Roster Candidates
Please enter the title, first name, last name, home institution, email address and phone number for each candidate.

6. Provide justification for requesting candidate(s) * (1,000 characters)

7. Has the Post / Commission / Host Institution had prior contact with the requested candidate about this program? * (Yes/No)

8. If yes, Please advise of the result of this contact * (1,000 characters)

9. Did the Host Institution make the initial contact with the requested candidate? * (Yes/No)

10. Not including this Specialist request, has the requested candidate worked with the Post / Commission or Host Institution on previous projects? * (Yes/No)

11. Which party initiated the project idea? * (Host Institution/Scholar/Both)

12. Is the scholar currently on the Specialist Roster? * (Yes/No)

13. If the scholar is on the Roster, did he or she apply to the Specialist Program specifically for this project? * (Yes/No/Unknown)

Part VI. Cost Share Commitment

Instructions:

Costs for the Fulbright Specialist Program will be shared by the Office of Academic Exchange Programs (ECA/A/E) and the host institution. ECA/A/E will pay for international travel and a daily honorarium to the Fulbright Specialist.

For a Fulbright Specialist Program grant to be approved, the host academic institutions are expected to cover the Specialist's lodging, all meals, and in-country travel. In those cases where a host academic institution is unable to cover its share of program costs, Commissions and Public Affairs sections may use their own funds to complete the cost-share.

If costs will be split between the host institution and the commission or U.S. embassy, please describe in the text boxes below. Please provide a U.S. dollar value assessment of the total in-country cost share proved by host institution and or embassy/commission.

1. Contact for all Cost Share Arrangements *

2. Contact: Title *

3. Contact: Telephone *

4. Contact: Email Address *

5. Funding Notes: If requesting ECA fully-funded cost share please provide a brief explanation for your request.

6. Lodging Arrangement * (4,000 characters)
Describe the lodging arrangements that have been made for the Specialist. (Lodging for the duration of the stay should be arranged ahead of arrival.)

If in-kind coverage of cost share, please describe. If monies will be paid directly to the grantee, please indicate the amount.

7. Estimated U.S. Dollar Amount for Lodging *

8. Lodging Availability: Enter start date using format mm/dd/yyyy *

9. Lodging Availability: Enter end date using format mm/dd/yyyy *

10. Who agrees to fund this portion of the cost share? * (Choose one: Host Institution/U.S. Embassy/Commission/ECA)

11. In-Country Travel Arrangements * (4,000 characters)
If in-kind coverage of cost share, please describe. If monies will be paid directly to the grantee, please indicate the amount.

12. Estimated U.S. Dollar Amount of In-Country Travel *

13. Who agrees to fund this portion of the cost share? * (Choose one: Host Institution/U.S. Embassy/Commission/ECA)

14. Meal Arrangements * (4,000 characters)
If in-kind coverage of cost share, please describe. If monies will be paid directly to the grantee, please indicate the amount.

15. Estimated U.S. Dollar Amount for Meals *

16. Who agrees to fund this portion of the cost share? * (Choose one: Host Institution/U.S. Embassy/Commission/ECA)

17. Arrival Arrangements * (4,000 characters)
Describe arrangements for the Specialist's arrival and pickup from the airport. Please include the name of the person meeting the specialist.

18. Please provide any special notes or instructions to the Specialist regarding in-country details that would be helpful in preparing for his/her arrival (4,000 characters)